Job Description

**Job title:** Head of Research Strategy Implementation

**Grade:** 8

**Department:** Office of the Vice-Provost (Research)

**Location:** UCL, Bloomsbury, London

**Duration:** Fixed-term (funded 15 March 2019 to 27 January 2020)

---

**Reports to**

Director of Research Strategy & Impact and Joint Chief of Staff

---

**Main purpose of the job**

The Head of Research Strategy Implementation (HRSI) is a new fixed-term post, providing a wide range of strategic and operational support to the Director of Research Strategy & Impact and Joint Chief of Staff, Office of the Vice-Provost (Research) [OVPR], during a period of maternity of leave to be taken by the Director of Research Strategy & Policy and Joint Chief of Staff, OVPR.

The HRSI will focus on:

- promotion and implementation of the (ten-year) 2019 UCL Research Strategy
- specific short-term priorities in support of research, in the context of the strategy’s longer-term objectives
- monitoring, analysis, advice and advocacy regarding research-related matters
- strategic management, prioritisation and coordination of OVPR activities
- contributing to the development and delivery of institution-level strategic initiatives.

---

**Duties and responsibilities**

The HSRI’s duties and responsibilities will be varied, including:

- promoting internal engagement with, and external understanding of, the 2019 UCL Research Strategy
- completing the development of the strategy’s Implementation Plan, in collaboration with key delivery partners
- beginning delivery of the Implementation Plan actions, including monitoring and reporting on progress and constraints
- facilitating the formation of and supporting the work of the strategy’s implementation working groups
- organising and note-taking at various OVPR and UCL committees, working groups and fora
- supporting the Director of Research Strategy & Impact in strategy-related matters, such as:
  - specific short-term priorities in support of research, in the context of the strategy’s longer-term objectives
  - monitoring, analysis, advice and advocacy regarding policy, regulatory, funding or operational developments, challenges, priorities or opportunities, including high-level interaction both within UCL and with external organisations
  - strategic management, prioritisation and coordination of OVPR activities
  - analysis and reporting of relevant key performance indicators and complex institutional data
- monitoring of analysis of key policy, regulatory or funding issues relevant to research; and drafting UCL and OVPR responses, position papers and policy documents
- contribution to the development and delivery of institution-level initiatives, including the work of the UCL Research Operations Committee
- facilitation of collaboration between OVPR, other Vice-Provost offices, Professional Services bodies and academic leadership.

- supporting links between equalities and diversities activities and strategy implementation

The OVPR operates in a complex environment subject to frequent change, so the HRSI will be expected to contribute to other activities as required.

Note: As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.

### Person Specification

#### Criteria

<table>
<thead>
<tr>
<th>Qualifications, experience and knowledge</th>
<th>Essential or Desirable</th>
<th>Assessment method (Application / Interview)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of policy and practice in a research-intensive university environment</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td>Familiarity with UK higher education policy, funding and regulation, and key actors and organisations</td>
<td>E</td>
<td>A/I</td>
</tr>
<tr>
<td>Experience of working in a university or other knowledge-intensive organisation</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>Familiarity with the aims and objectives of UCL research</td>
<td>D</td>
<td>A/I</td>
</tr>
<tr>
<td>Experience of designing and delivering multiple complex programmes of activity involving varied stakeholders</td>
<td>D</td>
<td>A/I</td>
</tr>
</tbody>
</table>

#### Skills and abilities

| Strong independent research and analysis skills, including synthesis of large amounts of complex information and provision of succinct briefings | E | A/I |
| Creative problem-solving, with the ability to develop innovative and bespoke solutions and implement change | E | A/I |
| Outstanding oral and written communication skills, and the ability to articulate and make presentations on complex subject matter; writing minutes and agenda | E | A/I |
| Ability to establish credibility and develop effective relationships with researchers and other colleagues at a range of levels | E | A/I |
| Highly developed interpersonal, negotiation and facilitation skills, and a high level of diplomacy and tact | E | A/I |
| Highly organised, with strong strategic planning and programme management skills | E | A/I |
| Initiative and management of one’s own workload | E | A/I |

#### Personal attributes

| Interest in and commitment to facilitating public benefit from research | E | A/I |
| High degree of motivation, creativity, resilience, energy and enthusiasm | E | A/I |
| Capable of dealing with difficult situations diplomatically | E | A/I |
Context

UCL is one of the world’s leading universities. Based in the heart of London, it is a modern, outward-looking institution with more than 12,000 academics, research staff and research students. At its establishment in 1826, UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today. UCL’s excellence extends across all the breadth of disciplines; from one of Europe’s largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for the built environment (UCL Bartlett) and fine art (UCL Slade School).

UCL’s present and former staff and students have included 29 Nobel Laureates. It is a truly international community: almost half of our students and nearly a third of staff are from outside the UK. More than half of its 41,500-member student community is engaged in graduate studies, with almost 6,000 of them pursuing research degrees.

In the most recent (2014) Research Excellence Framework (REF) exercise, UCL was rated the top university in the UK on the basis of ‘research power’ (grade point average x full-time equivalent researchers submitted), as well as the highest ‘power’ ratings for each element: research outputs, research environment and research impact. The REF confirmed UCL’s multidisciplinary strength, with outstanding results achieved across the subjects, ranging from biomedicine, science and engineering and the built environment to education, laws, social sciences, and arts and humanities.

The UCL Vice-Provost (Research) is responsible for:
- the strategy for – and the performance, distinctiveness and impact of – UCL’s research
- attracting research funding; recruiting and retaining the best researchers; securing the provision of a suitable research environment and infrastructure; research evaluation, including achieving the best possible results from external research assessment; and delivering innovative and effective approaches to research management and planning
- adapting and implementing the 2019 UCL Research Strategy in support of UCL 2034, including sustaining and growing our disciplinary excellence and developing cross-disciplinary approaches to global challenges (UCL 2034 Principal Theme 3)
- developing and providing strategic coordination of flagship initiatives
- external representation and engagement on research and related issues
- the activities of the Office of the Vice-Provost (Research)
- with the Provost and other Vice-Provosts, providing institutional leadership.

In addition, the Vice-Provost (Research) line-manages the Pro-Vice-Provost (Library Services), who oversees a team of c300 Library Services staff.

The Office of the Vice-Provost (Research) [OVPR] facilitates, supports and promotes UCL research through six broad strands of activity:
- research coordination and planning
- researcher development, including through the Doctoral School
- cross-disciplinary development and delivery, including Grand Challenges and Research Domains
- research evaluation (including the REF) and research integrity
- research impact (the influence of research on the world), including communications, events and public policy engagement
- research policy – both developing internal policies, and influencing and responding to external policies.

The 2019 UCL Research Strategy presents a vision for how UCL can best support research over the next ten years; provides an adaptable framework for the pursuit of research and the activities of UCL’s researchers; sets a context for research undertaken at UCL in which discovery, analysis and invention are all part of the way UCL contributes to public good; and defines a supportive environment for individual researchers. The strategy presents nine objectives within three aims, alongside three cross-cutting themes:

**Aims**

1. Inspire and empower research leadership
2. Cross boundaries to increase engagement
3. Deliver impact for public benefit

**Objectives**

1.1 Support breadth and diversity
1.2 Nurture, develop and celebrate those engaged with research
1.3 Cultivate diverse forms of research leadership
2.1 Champion cross-disciplinarity
2.2 Build and support partnerships
2.3 Encourage our research to thrive beyond traditional boundaries
3.1 Champion a broad definition of research impact
3.2 Foster open and engaged research
3.3 Stimulate societal impact through cross-disciplinarity and collaboration

**Cross-cutting themes**

A. Pursue a responsible research agenda
B. Exert our institutional influence for the greater good
C. Maintain a global perspective